



Fort Campbell Housing Services Office Information Guide

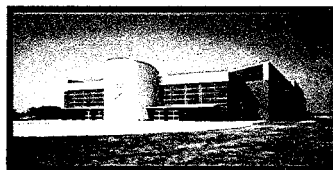


FORT CAMPBELL HOUSING SERVICES OFFICE – HSO

Bldg. 850 16th Street & Georgia Avenue

Fort Campbell, KY 42223

Phone Number: (270)798-3808 Fax: (270)798-9940



NOTE: THIS INFORMATION PACKAGE SERVES AS A GENERAL GUIDE TO ASSIST WITH YOUR HOMEFINDING NEEDS. FOR MORE PERSONALIZED ASSISTANCE, PLEASE COME TO THE HOUSING SERVICES OFFICE LOCATED AT ABOVE ADDRESS OR CALL US.

September 09



Housing Information

HSO Housing
Services
Office

Family Housing

Fort Campbell Housing Services Office (HSO)
Building 850 16th Street and Georgia Avenue
Commercial (270) 798-3808; DSN 635-3808

**ALL SOLDIERS SHOULD REPORT TO THE HSO OFFICE PRIOR TO RENTING, LEASING, OR
PURCHASING OFF POST HOUSING**

Services: Provide landlord/tenant rights and responsibilities, maintain computerized rental listings, inspect vacant rentals, mediate complaints, provide transportation for service members without transportation to obtain off post housing, provide assignment and termination inspections for tenants and landlords upon request, set aside program to assist soldiers with credit problems to obtain off post housing.

Directions: Coming in Gate 4, Screaming Eagle Blvd, turn left at first traffic light onto Bastogne. Go through traffic light at intersection of Air Assault and Bastogne; turn left at first street after the traffic light onto 16th St. Housing Office is on the left corner at 16th Street and Georgia Avenue, Building 850.

CNA/BAH Processing Office

Building 6923 Desert Storm Ave. Across from the D.W. Recreation Center
Commercial (270) 412-3664

Services: CNA/BAH services provided for single Soldiers (E5 and below) and pregnant service members.

Directions: Coming in Gate 4, Screaming Eagle Blvd, continue on Screaming Eagle Blvd through the first traffic light at Bastogne, keep straight through the traffic lights at Indiana and Screaming Eagle and at Tennessee and Screaming Eagle. Make a right when Screaming Eagle meets Wickham. At the first light make a left onto 35th Street; at the stop sign make a right onto Desert Storm Ave. Continue on Desert Storm to Bldg 6923 on left side. The D.W. recreation center is on right side directly across the street.

Turner Army Lodging

Building 82, Texas Ave and Screaming Eagle Blvd
For reservations call: Commercial (270) 439-2229

**PRIOR TO MAKING TEMPORARY ARRANGEMENTS
OFF POST, ALL SOLDIERS MUST REPORT TO THE
TURNER GUEST HOUSE**

Directions: Coming in Gate 4 (Screaming Eagle Blvd), Turner Army Lodging is located on the right at the first traffic light. Turn right off of Screaming Eagle Blvd at Texas Avenue.

ITEMS NEEDED TO APPLY FOR ON-POST HOUSING

Eligibility requirements:

1. Soldiers with bona fide dependents.
2. Soldiers married to another soldier and both are assigned to Fort Campbell.
3. Single soldiers with bona fide dependents.
4. Single pregnant soldiers (verification of pregnancy required).

Documents required to apply for on-post housing:

1. Marriage Certificate.
2. Birth Certificates of children.
3. Court ordered custody of dependents.
4. Verification of pregnancy.
5. Restricted tour applicants must provide copy of orders PCS'ing to the restricted tour.
6. PCS orders.
7. DA 31, leave form.
8. Power of attorney if spouse is applying.
9. DEERS, DD Form 1172 in lieu of marriage certificate and birth certificate.

For more information contact On-Post housing at: (931) 431-9003
Bldg 850 on 16th St & Georgia Ave M-F 0800-1700
Or visit their website at www.ftcampbellfh.com

ON LINE HELP

[HTTP://WWW.MILITARYONESOURCE.COM](http://WWW.MILITARYONESOURCE.COM): is the web site for universal housing assistance

[HTTP://WWW.AHRN.COM](http://WWW.AHRN.COM): is the web site for identifying currently available properties in the local area.

[HTTP://WWW.CMCSS.NET/SCHOOLS](http://WWW.CMCSS.NET/SCHOOLS): is the web site for schools in Clarksville-Montgomery County, TN.

[HTTP://WWW.CHRISTIAN.K12.Ky.US](http://WWW.CHRISTIAN.K12.Ky.US): is the web site for schools in Christian County, KY

Permissive TDY Info

Soldiers must report to the gaining installation's housing office and have their DA 31 (leave request form) verified and stamped on the **FIRST** day of the PTDY. The stamp serves as verification of housing processing and permissive TDY status. Failure to secure HSO validation may result in the Soldier being charged leave for the entire period. The DA 31 must have the following items on it in order to be verified by the HSO office:

- It must be signed by a Lieutenant Colonel (O-5) or higher.
- Leave form must have a control number in the upper right corner unless PTDY is granted by a Fort Campbell unit.
- The permissive TDY start and end dates must be written in the remarks block.

LANDLORD AND TENANT RIGHTS AND RESPONSIBILITIES

LANDLORD AND TENANT COMPLAINTS: Landlord and tenant complaints that cannot be resolved between the landlord and the tenant should be reported to the HSO immediately.

RENTAL AGENTS POLICIES: Most rental agencies require you to complete an application and pay a fee to obtain a lease. Credit checks are conducted to obtain payment histories with your previous landlords.

TYPES OF RENTAL AGREEMENTS

TERM LEASE: The term lease specifies how long the lease is for, the amount of rent to be paid monthly, as well as the lump sum to be paid for the duration of the lease. All rental leases should be in writing, defining the contractual right and obligations of both parties. The landlord and the tenant should initial any deletions or additions made to the lease. Service members should read the lease before signing and provide a blank lease to the HSO or JAG to review for understanding prior to signing. RETAIN a copy for your records.

MONTH-TO-MONTH: A month-to-month tenancy does not require a written agreement. The landlord may have written policies or rules to govern the rental. Either party may end the agreement by giving a written 30-day notice by the first of each month.

MILITARY CLAUSE: A military clause provides for the Service Member to terminate the lease early when on a permanent change of duty station or when deployed for more than 90 days, Service Members Civil Relief Act updated 2005. **Written 30-day notice and copy of orders must be provided to the landlord by the first of the month.**

EARLY TERMINATION CLAUSE: Some leases have a clause that allows early termination of your lease. Normal fees for early termination are one month's rent and forfeiture of the security deposit. A written 30-day notice must be provided to the landlord.

SECURITY DEPOSIT: A payment made to the landlord to cover the cost of any damages by the tenant. The tenant must pay cost for damages over the amount of the security deposit. The security deposit should be refundable if there are no damages. The landlords will accept security deposit to hold a rental for a tenant.
DO NOT pay a security deposit to a landlord unless you are positive you want to rent the dwelling unit. The landlords do not have to refund the deposit if you refuse the rental; contact the HSO if this occurs.

RENTERS INSURANCE: Obtain renters insurance to protect your personal property. A landlord does not have insurance to cover your property.

PET CLAUSE: if you are a pet owner, you will be asked to pay a nonrefundable pet fee. If you own a pet that is considered "a vicious breed" it will be difficult to find a rental.

SUBLETTING: You must have approval from the landlord prior to subletting your rental.

30-DAY NOTICE: A written 30-day notice is required by either party to vacate the rental. The notice should be given the first of the month to avoid paying rent for the time you will not be occupying the rental. All notices should be in writing and signed by the tenant and the landlord. Forms are available at the HSO. Retain one copy for your records.

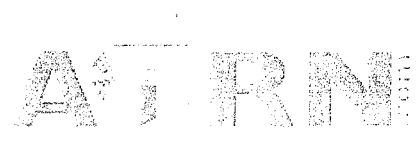
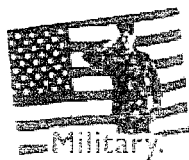
INSPECTION OF PREMISES: On move-in day of your rental, conduct a thorough inspection and document all damages to avoid being charged for damages/deficiencies you did not commit. Documentation should include pictures. Provide the landlord with a copy of the inspection and retain a copy for your records.

LATE RENT PAYMENT: Landlords give a 5-day grace period to make your rent payment. After the 5th day the landlord can charge a late penalty no more than 10% of your monthly rent. Kentucky does not have that 10% cap; they can charge more than the 10%.

INCREASED RENT POLICY: In a month-to-month tenancy the landlord must give a written 30-day notice prior to raising the rent or making new policy changes.

DISCRIMINATION: It is unlawful for a landlord to discriminate on the basis of race, color, national origin, sex, age, religion, handicap or familial status. If you feel you have been discriminated against, contact the HSO immediately.

UTILITY DEPOSIT WAIVERS: Utility deposit waivers can be obtained through the utility companies with a good credit rating. If a waiver cannot be obtained through the utility companies you should contact the Fort Campbell Credit Union



Military Members Getting Started with AHRN.com is Easy!

Whether you are PCSing from thousands of miles away or are moving locally, AHRN.com is your trusted source for finding available housing fast. AHRN.com listings include:

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- Off-Base Rentals
 - On-Base/Military Housing/PPV
 - Temporary Lodging
 - Military Shared Rentals
 - Military For Sale by Owner
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1. From any Internet connection, go to: www.ahrn.com
2. Click on the Military Members icon.
3. If you want to find a rental, list a rental, or list your house For Sale by Owner, select Option 1: Find or List a Rental. Select your new installation location from the dropdown list and click Continue.

OR

If you are considering buying or selling a home, select Option 2: Buy or Sell a Home. Select your new installation from the dropdown list and click Continue. This will take you to Moving Station a partner to AHRN.com.

4. Complete the Account Registration by entering your Username (email address) and creating a password (minimum of 6 alpha/numeric characters, case sensitive).
5. AHRN.com will send you an email verifying your registration. Click on the link in the verification email to continue your registration. Enter your Username and Password and complete your account information.
6. Once you are logged into AHRN.com you can search for off-base rentals, on-base housing, temporary lodging, military member shared rentals or military for sale by owner listings. You can also list a rental, shared rental, or For Sale by Owner
7. When you return to AHRN.com, just enter your Username (email address) and Password in the Already a User? box on the AHRN.com homepage.

HOW TO CONDUCT A MOVE- IN INSPECTION

Conduct a move-in inspection on date of moving into the rental. Record all discrepancies found and provide landlord a copy. Maintain a signed copy for your records. A separate list of work orders should be given to the landlord.

Examine windows/mirrors for cracks, stains and paint.

Inspect the interior and exterior of the premises thoroughly.

Check all carpet and floor tiles for stains, cuts and holes.

Inspect every wall and wall tile for nail holes, stains and peeling paint.

Check heating and cooling systems, check water pressure.

Check bathrooms and kitchen for water leaks and water damage, inspect tubs, basins and commodes for cracks.

Check range, refrigerator and dishwasher for cracks, broken shelves, stains, chips, seals and gaskets.

Inspect all electrical outlets, exposed wires, light fixture covers and smoke alarms.

Check for missing screens and for patio defects.

Check cabinets and closets for cracks, stains, broken wood and defects.

Inspect entire rental for cleanliness and insist that the landlord re-clean or reimburse you for cleaning, you will be expected to leave the rental clean when you move out.

HOW TO CONDUCT A MOVE- OUT INSPECTION

Whenever possible request the landlord to pre-inspect your rental prior to your actual termination date. If there are any discrepancies you will be given the opportunity to correct them prior to termination of your rental. Always give your landlord a 30-day notice, in writing, prior to vacating the rental.

Thoroughly clean the kitchen cabinets, sink, counter tops, refrigerator, range, oven, stovetop and other appliances provided.

Clean bathroom tub, wall tile, and commode, sink fixtures, mirrors and medicine cabinets.

Clean bedrooms, living room and hallway walls with warm soapy water and sponge, rubbing gently to avoid removing the paint.

Clean floors, the carpet must be vacuumed and shampooed, check your lease to see if the landlord requires commercial steam cleaning.

Lawn must be cut and trimmed, remove all trash and clear the driveway.

Always do a complete walk through and re-check everything prior to turning in your keys. Pictures are recommended.

Contact the HSO for assistance if required.

SAMPLE 30 DAY TENANT TERMINATION NOTICE

DATE OF TENANT TERMINATION NOTICE : _____

TENANT NAME: _____

RENTAL ADDRESS: _____
(Complex Name [if any], Street, Unit #, etc.)

(City) (State & Zip Code)

LANDLORD/AGENT NAME: _____

To Whom was Termination Notice Given: _____

I hereby give thirty (30) days notice of my intent to vacate the above unit on/about:
_____.

Service Member Printed Name

Signature of Service Member

Date

Signature of Landlord/Agent Acknowledging Receipt

Date

NOTE: If the tenant leaves with no rent due and no damages assessed beyond normal wear and tear, the tenant is due return of the security deposit. Following inspection the landlord must give the tenant written notice of damages due, if any, and reasonable cost of repair. The tenant may dissent from charges the tenant does not feel the tenant caused and may sue the landlord for return of the security deposit. If the tenant leaves having any refund due, the landlord must send a written notice to the tenant at the last known or reasonable determined address, of that amount to be returned to the tenant. If the tenant does not respond to this notice in 60 days, the landlord may retain the security deposit.

UTILITY PROVIDERS

ELECTRICITY				
NAME	ADDRESS	PHONE NUMBER	DEPOSIT	CONNECTION/SERVICE FEE
CDE (City of Clarksville)	2021 Wilma Rudolph Blvd, Clarksville, TN	931-648-8151	\$150.00 Credit check can waive deposit if 640 score	\$30.00-\$45.00
CEMC	1940 Madison St. Clarksville, TN	931-645-2481	Minimum \$150.00	\$35.00
Hopkinsville Electric Systems	1820 E 9 th Street Hopkinsville, KY	270-887-4200	\$200.00	\$25.00
Pennyrile Rural Electric Co-op	2000 Harrison St Hopkinsville, KY.	270-886-2555	Renters -\$200.00 Homeowners- \$125.00	Renters/Homeowners- \$25.00 connect fee + 15.00 member fee
City of Oak Grove Utilities Office	8505 Pembroke-Oak Grove Rd, Oak Grove, KY	270-439-5433	Renters-\$200.00 Homeowners- \$125.00	Renters/Homeowners- \$25.00 connect fee+ 15.00 member fee

GAS & WATER				
NAME	ADDRESS	PHONE NUMBER	DEPOSIT	CONNECTION/SERVICE FEE
Clarksville Gas & Water Dept	2015 Ft Campbell Blvd Clarksville, TN	931-645-7400	Water - \$50.00 Water & Sewer \$75.00 Gas - \$150.00	8:00 am-3:00 pm, \$35.00 3:00 pm-11pm, \$50.00 11:00pm-8:00am, \$75.00
Atmos Energy (Gas)	2833 East 9 th St. Hopkinsville, Ky	270-886-1246	\$150.00	\$24.00 Connection fee
Hopkinsville Water	401 E. 9 th St Hopkinsville, KY	270-887-4246	\$0	\$20.00 before 4pm \$35.00 after 4pm
City of Oak Grove Utilities Office	8505 Pembroke-Oak Grove Rd, Oak Grove, KY	270-439-5433	\$100.00	\$20.00

TELEPHONE/INTERNET/CABLE				
AT&T	N/A	1-800-222-0300	Unknown	Unknown
Charter Communications		931-552-2288	Unknown	Unknown
Media Comm	1400 Thompsonville Ln Oak Grove, Ky	1-800-444-5353	Unknown	Unknown

TRASH REMOVAL				
NAME	ADDRESS	PHONE NUMBER	DEPOSIT	CONNECTION/SERVICE FEE
Waste Industries	699 Jack Miller Blvd	931-645-5382	\$0	\$10.00 set up fee \$16.50 a month
Lee Disposal	715 Inver Ln Clarksville, TN	931-552-8015	\$0	\$15.00 a month
Clarksville Disposal	50 Reynolds St. Clarksville, TN	931-552-3010	\$53.10	\$48.00 every 3 months \$15.00 setup fee

ENERGY SAVING TIPS

Energy conservation can save you money on energy bills; there are numerous precautions that the occupant can take that will aid in preventing energy consumption.

1. In the winter, lower the thermostat to 68 degrees during the day (each one-degree setting will affect your fuel consumption by three percent).
2. Keep windows near the thermostat tightly closed.
3. Plastic cover may be used over windows to reduce heat loss.
4. Dust or vacuum heating grills frequently.
5. Keep drapes and shades open on sunny days, close them at night.
6. Wear warm clothing for comfort.
7. Ensure that the vents on the outside of your home are covered. Louvers should be closed in the winter and open in the summer. Using a piece of cardboard or plywood cut to fit the opening may close vent openings.

If the temperature is forecasted to go below freezing, the following procedures will prevent frozen pipes and water damage.

1. Open cabinet doors under sink in kitchen and bathroom to allow warm air to circulate around the pipes.
2. Leave water dripping at a steady stream in sinks and bathtub.
3. If pipes freeze, open all faucets, this will allow water to escape after pipes have thawed. Do not use fire to unthaw pipes, contact your landlord.
4. Do not turn off water or heat if you will be away for several days, leave your heat set at 68 degrees or advise your landlord that you will be away.
5. If you have exposed pipes, ask your landlord about wrapping the pipes, heat tape is also used on exposed pipes.

If you live in a mobile home check with your landlord to ensure pipes are protected and all precautions have been taken by you to prevent frozen pipes. You could be liable for damages if you do not take all the necessary measures to prevent damages.

Ensure skirting around your mobile home is in good condition.

For fire safety, do not use kerosene or electric space heaters.

CAUTION

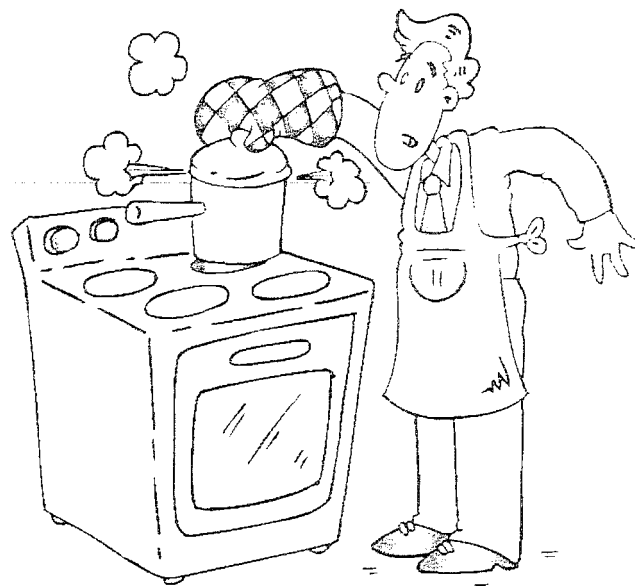
ALL MILITARY SERVICE MEMBERS ARE TO USE CAUTION WHEN RENTING IN THE FOLLOWING AREAS:

- RENTING MOBILE HOMES THAT HAVE NOT BEEN INSPECTED BY THE HSO --CALL 798-3808
- GOLDEN POND SUBDIVISION, OAK GROVE, KY – Problem with septic tank
- NEW PROVIDENCE – Areas near the New Providence Blvd, CRIME ACTIVITY
- CAMPBELL HEIGHTS MOBILE HOME PARK- CRIME ACTIVITY
- REAL LIVING PROPERTIES



Preventing Kitchen Fires

Cooking fires are the number one cause of home fires and home injuries. The leading cause of fires in the kitchen is unattended cooking. It's important to be alert to prevent cooking fires.



Stay in the kitchen when you are frying, grilling, or broiling food. If you leave the kitchen for even a short period of time, turn off the stove.

If you are simmering, baking, roasting, or boiling food, check it regularly, remain in the home while food is cooking, and use a timer to remind you that you are cooking.

- Keep anything that can catch fire — oven mitts, wooden utensils, food packaging, towels or curtains — away from your stovetop.
- Keep the stovetop, burners and oven clean.
- Wear short, close-fitting or tightly rolled sleeves when cooking. Loose clothing can dangle onto stove burners and can catch fire if it comes in contact with a gas flame or electric burner.
- Have a "kid-free zone" of at least 3 feet around the stove and areas where hot food or drink is prepared or carried.
- Always use cooking equipment that has the label of a recognized testing laboratory.
- Follow manufacturer's instructions and code requirements when installing, cleaning, and operating cooking equipment.
- Plug microwave ovens or other cooking appliances directly into an outlet. Never use an extension cord for a cooking appliance as it can overload the circuit and cause a fire.
- Check electrical cords for cracks, breaks, or damage.

What to Do if a Fire Starts

Just get out! When you leave, close the door behind you to help contain the fire.

Call 9-1-1 or the local emergency number after you leave.

If you do try to fight the fire, be sure others are already getting out and you have a clear path to the exit.

Always keep a lid nearby when you're cooking. If a small grease fire starts in a pan, smother the flames by carefully sliding the lid over the pan. Turn off the burner. Do not move the pan. To keep the fire from restarting, leave the lid on until the pan is completely cool.

- In case of an oven fire, turn off the heat and keep the door closed. After a fire, the oven should be checked and/or serviced before being used again.

BAH RATES 2009

Enlisted Personnel (Without Dependents)

Location	E-1	E-2	E-3	E-4	E-5	E-6	E-7	E-8	E-9
FORT CAMPBELL	677	677	677	677	750	790	832	907	995

Enlisted Personnel With Dependents

Location	E-1	E-2	E-3	E-4	E-5	E-6	E-7	E-8	E-9
FORT CAMPBELL	822	822	822	822	858	1017	1109	1209	1326

Warrant Officers (Without Dependents)

Location	W-1	W-2	W-3	W-4	W-5
FORT CAMPBELL	808	889	954	1040	1131

Warrant Officers With Dependents

Location	W-1	W-2	W-3	W-4	W-5
FORT CAMPBELL	1019	1150	1272	1347	1433

Officers (Without Dependents)

Location	O-1E	O-2E	O-3E	O-1	O-2	O-3	O-4	O-5	O-6	O-7
FORT CAMPBELL	858	941	1020	785	845	960	1118	1207	1272	1297

Officers With Dependents

Location	O-1E	O-2E	O-3E	O-1	O-2	O-3	O-4	O-5	O-6	O-7
FORT CAMPBELL	1128	1254	1360	876	1013	1267	1469	1609	1622	1641